

JOB DESCRIPTION

Caretaker for Wheatsheaf Community Hall

At least 10 hours per week, mostly at weekends, between the hours of 0800 and 2330

Rate of Pay: London Living Wage - £11.05 per hour as at June 2022

JOB TITLE: Caretaker

ACCOUNTABLE TO: Wheatsheaf Community Hall Chair & Committee

OBJECTIVE: To assist the Chair and Committee of the Wheatsheaf Community Hall in the smooth, effective & efficient running of the Community Hall and all associated services. To actively promote the interests of the hall at all times.

MAIN DUTIES & RESPONSIBILITIES:

1. To assist the Chair, Committee and administration staff in the supervision and day to day management and running of the Community Hall.
2. To be responsible for opening and closing of the Community Hall.
3. To be responsible for the security of the premises ensuring that windows are closed & doors are locked at the end of the period of hire. During the day rooms may also need to remain locked if not in use. Correct alarm procedure must be adhered to at all times.
4. Ensuring that Health & Safety issues and licensing requirements are strictly adhered to, including walking Hirers through the Health and Safety check and ensuring they have read and signed the agreement. File the signed H&S Agreement in the folder in the office.
5. Preparation and dismantling of various functions from small meetings to large dinner/dances, parties & conferences which could involve up to 100 chairs. The post requires a lot of manual handling which will involve lifting/moving/setting up/packing away of furniture e.g. tables and chairs, dance floor.
6. To undertake basic repairs and maintenance.
7. Report any defects found following a booking to the Chair as soon as possible so that repairs can be arranged.
8. To attend training courses & complete all the appropriate Health & Safety requirements for the role.
9. Ensure that all work areas and fire escape routes are kept clear of obstructions.
10. Keep appropriate records of accidents and make reports as necessary.
11. Maintain site security and, as far as possible, ensure no unauthorised persons enter the site.
12. To deal with any other matter which would facilitate the smooth running of the Community Hall, or as may reasonably be required by the Manager or the Management Committee.

HALL BOOKINGS DUTIES

Before each booking:

1. Check cleanliness of booked facilities, including toilets, kitchen, tables and chairs;
2. Check supply of consumable items – toilet rolls, soap, paper towels, etc;
3. Set heating to required level (if needed) half an hour before booked time;
4. Switch on toilet ventilators;
5. Unlock appropriate doors.

At booked time – this procedure applies only to first time hirers who are unfamiliar with the facilities and how they work:

Meet hirer at the time of their booking and inform them of the following:

1. Operation of lighting including hall, stage and kitchen (if required);
2. Operation of ventilation system;
3. Explain kitchen and toilet facilities;
4. Explain Hall heating arrangements;
5. Location of fire extinguishers and emergency exits;
6. Agree procedure for locking Hall at the end of booking.

At end of booking:

Inspect facilities to ascertain all is generally in an acceptable order – any damage to be brought to the attention of the hirer.

1. Ensure that all is tidy for the next booking, particularly after late Saturday booking;
2. Ensure that the hirer has removed any decorations or wall fixings (unless they have booked clear up time the following day);
3. Check cleanliness of fridge and that no food has been left, and that the kitchen is in a hygienic condition;
4. Empty kitchen bins and washroom bins;
5. Switch off heating;
6. Check all water taps are turned off;
7. Turn off ventilators in toilets and bar;
8. Turn off all lights;
9. Lock Hall.

